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## **ANTI-BULLYING POLICY**

### **I. SCOPE**

Bullying is a problem that has received widespread public attention. Bullying is not restricted to children and adolescents. It is also found among adults of all ages. Bullying has been known to occur in nearly every environment where people gather and interact; including in the workplace and residential settings such as senior housing.

Loveland Housing Authority has established this policy to make applicants, residents, staff, and those doing business with us aware of our position on this important issue.

### **II. DEFINITION**

We define bullying, for the purpose of this policy as "the activity of repeated aggressive behavior intended to harm another person, physically or emotionally". Bullying can take many forms.

Here are some examples to help you understand what may be bullying behavior:

- If someone is persistently harassing you with verbal taunts or threats, this may be bullying behavior.
- If someone uses physical force or threats, intimidation, or aggressive means to attempt to get you to do something against your will, this may be bullying.

- If someone persistently makes disparaging remarks to you in a way to belittle and control you, this may be bullying.

**If you are uncertain if you are a victim of bullying, discuss the situation with the Resident Manager, a trusted friend, family member or other caregiver.**

### **III. APPLICABILITY**

This policy applies to:

- \* Residents, their guests and invitees.
- \* Employees of Loveland Housing Authority.
- \* Contractors, vendors, and service providers who enter the premises, whether or not they are acting as an agent of Loveland Housing Authority, a resident, or independently.

### **IV. STATEMENT OF POLICY**

Bullying is strictly prohibited at all Loveland Housing Authority properties. Anyone who feels he or she is being bullied or who is suspicious that a resident of a Loveland Housing Authority property is a target of bullying, is asked to report the concern to management as soon as possible.

Management shall take all reasonable measures to discourage bullying and to appropriately respond to any allegations of inappropriate behavior to the extent of its capability. Residents are reminded that they are responsible for their own personal safety and well-being. Residents who feel they are the subjects of bullying should not rely upon management as their only source for resolution of the problem. They are strongly encouraged to call upon the help of friends, relatives, caregivers, local authorities, or others as appropriate for assistance in dealing with the matter.

Residents are also responsible for the conduct and behavior of their guests and invitees as specified in the Lease and House Rules. Residents shall not permit any guest or invitee to bully others on the premises.

**If a resident believes he or she has been the victim of a crime, he or she should contact the appropriate local authorities immediately.**

## V. PROCESS FOR HANDLING COMPLAINTS

A resident who believes he or she is being bullied should report the incident to their Resident Manager. A written complaint is preferred but not required. If the resident is uncomfortable reporting to their Resident Manager, he or she may contact their Housing Coordinator.

NOTE: In certain instances, residents may have engaged third party services through a vendor not associated with the Loveland Housing Authority. Since the Loveland Housing Authority is not a party to any agreement with such a vendor, the resident is responsible for addressing any bullying issues directly with that vendor. However, we still encourage the reporting of any such incidents to management and we will render assistance as appropriate.

Upon receipt of a complaint, management will conduct an investigation. The investigation may include communication with the individual(s) who are alleged to have engaged in bullying behavior. We will endeavor to keep the identity of the complainant confidential during this process.

Resolutions to the investigation may include one or more of the following:

1. If the results of the investigation are inconclusive, a letter will be sent individually to all parties concerned. This letter will inform them of the findings and remind them of this policy, and that further complaints may result in action, up to and including, eviction.
2. If the results of the investigation reveal that the complaint has merit, management will avail itself of the appropriate measures from the options available to it; consistent with the Lease and/or House Rules and applicable regulations, including, but not limited to:
  - a) The issuance of a warning and/or Demand for Compliance to cease and desist with the bullying behavior and notice that repeated bullying may result in an eviction; or
  - b) Eviction for a material breach of the Lease and/or House Rules
3. If the allegation of bullying involves a staff member, the matter will be pursued in accordance with our personnel policies and procedures. Measures may

include warning, serious warning, suspension or termination depending on the severity of the offense.

4. If the allegation of bullying involves a contractor or vendor acting as our agent, the matter will be pursued in accordance with our contract with that vendor and applicable law.

**If you believe you are the victim of a crime, you are urged to contact the appropriate local authorities immediately.**



# Anti-Bullying Policy

May, 2016

*I (We) have received and reviewed a copy of the Loveland Housing Authority (LHA) Anti-Bullying Policy. I understand the policy & will follow it as long as I am a resident of the Loveland Housing Authority.*

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Property Name & Unit Number

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Tenant (please sign)

\_\_\_\_\_  
Date

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Tenant (please sign)

\_\_\_\_\_  
Date

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Tenant (please sign)

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Date

\_\_\_\_\_  
Tenant (please sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
LHA Representative

\_\_\_\_\_  
Date

